



ERIC GARCETTI
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Eric Garcetti, Mayor *EG*

Subject: **EXEMPTION REQUEST – HOUSING AND COMMUNITY INVESTMENT
DEPARTMENT, (1) ASSISTANT GENERAL MANAGER**

Date: June 22, 2020

The Housing and Community Investment Department (HCID) requested that the Mayor approve the exemption of one (1) position of Assistant General Manager, Class Code 4308, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On June 10, 2020, the Mayor's Office asked the Personnel Department to review the HCID's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 144 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 145th position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 9 are filled.

The Assistant General Manager position will serve as the department's Executive Officer; play a key leadership role in representing the City in ongoing negotiations with the United States Department of Housing and Urban Development to address the needs of persons with disabilities in the City's affordable housing portfolio; directly oversee the Director of Housing responsible for carrying out the necessary functions of the rapidly expanding Accessible Housing Program (AcHP); and maintain the responsibility for providing comprehensive executive oversight and of day to day management of the HCID operations and programs, as well as for planning, coordinating, and implementing new programs. This position will ensure that the HCID General Manager is kept apprised of critical program delivery issues, and will act as General Manager in the General Manager's absence or upon being designated.

The Assistant General Manager position requires graduation from an accredited four-year college or university; and five years of full-time paid management experience with the City of Los Angeles or the private sector with supervisory responsibility of professional staff. A master's degree in management, public policy, public administration, finance or a closely related field is desired.

The exemption of this position will allow the HCID the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Assistant General Manager.

Based on my review of HCID's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of an Assistant General Manager and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Rushmore Cervantes, General Manager, Housing and Community Investment
Department
Alfonso Perez, Personnel Department
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department